

PILOT GO-LIVE LESSONS AND IMPLEMENTATION HINTS

Essex, Mercer and Ocean Counties went “live” on the new SVRS on Monday, 10/24/2005. A new final data pull was done for these counties the following Friday. The SVRS database will be re-populated with this updated data on November 11th. The Go-Live support teams were tracking issues and resolutions as they were helping these pilot counties during implementation. The following summarizes the actions you may want to take to help insure a smooth implementation of the SVRS for your county.

1. GET READY (PRIOR TO THE FINAL DATA PULL)

- 1.1 If you maintain a street library in your current system, make sure that none of the street segments overlap in street number range between odd/even street numbers. Here is an example from Ocean County that the conversion program considers a street overlap:

100 – 200 Even Main Street

101 – 101 All Main Street

Because the second segment is defined as All (both odd and even numbers), it overlaps with the 100 – 200 segment as Even, even though 101 is an odd number. To correct this in your current system so the conversion program does not view this as an overlapping street, change the second segment to:

101 – 101 Odd Main Street

- 1.2 If your current system maintains the postal municipality in the street segment, ensure that this matches the municipality listed in the mailing address for the voter residing on that street.
- 1.3 Make sure you have defined, for the Covansys data conversion team, the data from your current system that will be used to populate the “Effective Date” and “End Date” of a felony conviction.

2. GET SET (AT THE TIME OF THE FINAL DATA PULL)

- 2.1 Run the following reports from your current system, which can be used later for verification of the SVRS data conversion:
- Reports that total the number of all voter records by status (active, inactive, deleted, incomplete, pending, and rejected).
 - Reports that total the number of active/inactive voter records by municipality/ward/district and party.
 - Your current Street File.
 - Your current list of Polling Locations.
 - Your current list of Poll Workers.
 - Any other reports you may feel will aid in comparing your current data to the converted data.
- 2.2 Keep records of everything that is being entered into your current system, so that when you Go-Live, these items can be entered into the SVRS. Your office should develop a form to be completed by your staff when any changes are made in your current system.
- 2.3 Confirm that all hardware and communications gear are installed and networked properly.

3. GO (DAY OF OPERATIONAL GO-LIVE)

- 3.1 Reconcile data conversion totals for your county’s data by generating the “Voter Registration Summary” report, specifying “voter Status”.
- 3.2 Check the completeness and accuracy of the mapping of Municipality/Ward/Districts by running the “Ward District List” report.
- 3.3 Compare polling location and poll worker data.
- 3.4 Run Street file reports and any other reports that will aid in reconciling converted data to legacy system data.
- 3.5 Input information to SVRS that has been processed since the date of the final data pull and make other on-line data corrections as identified through the reconciliation efforts.